

FILM & PRINT REQUIREMENTS AND GUIDELINES

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I. WHO NEEDS A FILM & PRINT PERMIT?

Individuals or businesses wishing to conduct commercial film, television, video and photography projects must obtain a Film & print permit from the City of Miami Beach.

Film & Print permits are issued for both public and private properties. Film and Print activities taking place on private (commercially zoned) property may not require a permit, as long as those activities (including vehicles) are completely self-contained on the property. Any activities that require city services require a film & print permit. The permit shall be available for inspection at the site on which the photography and/or filming is to occur. Upon the request of any police officer or code enforcement officer of the City, the owner, lessee or representative of the production company shall exhibit such permit.

II. PERMIT APPLICATION REQUIREMENTS

Individuals or businesses wishing to conduct commercial film, television, video and photography projects must provide the City with a copy of the following documents prior to the issuance of any film & print permits:

- Valid Certificate of Insurance for one million US dollars in general liability coverage, naming the City of Miami Beach as additional insured and policy holder;
- Completed Indemnity Agreement signed and sealed (notary seal or corporate seal); and
- Completed permit application form.

A. Requests for a film permit should be received no less than four working days prior to the start of production unless additional time is required due to the nature of the request.

Film permit applicants are issued permits that are date, time, and location specific. Requests for filming on weekends or holidays are reviewed on a case-by-case basis. Locations for film production are reserved on a first-come, first-serve basis regardless of the size or scope of the production. Film permits for small crews may be issued on a "City-Wide" basis with review and approval from Film & Print Office.

- B. Requests for a print (photography) permit** should be received no later than noon on the day prior to the start of production. **Print permit applicants** (photography) may be issued a "City-Wide" permit which is valid all day for a period of time not to exceed three weeks. These "City-Wide" permits do not grant the applicant any special privilege, nor exemption, from any City rule, regulation, ordinance or need for City services. "City-Wide" permits do not include interiors of public buildings. Due to the complex nature of film production, any film permit issued for a specific location is understood to have priority over any "City-Wide" print permit.

While these time frames are considered minimum standards, the Film & Print Office always appreciates as much notification time as possible, and early notice is in the interest of applicants who wish to secure specific locations, which are booked on a first-come first-serve basis, or require City services. The Film & Print Office, without obligation, makes every effort to accommodate all reasonable requests that do not meet the above noted minimum time frames.

- III. NEWS MEDIA:** "professional journalists" collecting, photographing, recording, or reporting "news" as defined in section 90.5015 of the Florida Statute are exempt from obtaining a permit - but are encourage to notify the Film & Print Division if possible.
- IV. STUDENTS** are exempt from compliance with the insurance requirement. However, students must comply with all other requirements and provide proof of current enrollment.

VI. CITY SERVICES

Upon receipt of the completed permit application or written request, the Office of Film & Print will determine which City services will be required. The City will determine minimum staffing levels appropriate for proposed film or print productions. The City assumes no liability arising or resulting from the determinations of respective minimum staffing levels or the requirements for any production. Because no two production requests are the same, requirements may vary for each production. The following is a general list of frequently required services. The Film & Print Office reserves the right to require additional City Services and/or monetary deposits not listed below.

A. Use of Beach Patrol Headquarters and Lifeguard Stands

Approval of the Captain of Beach Patrol is required. Beach Patrol Headquarters must notify the Office of Film & Print of their approval prior to the issuance of permit. Water activities and/or stunts may require the presence of Off-Duty Miami Beach Patrol lifeguard(s).

B. Use of the Convention Center / Theater of the Performing Arts

Film permit applicants must contact the management of these facilities in order to obtain approval and/or pay any applicable fees for the use of these facilities prior to a film/print permit being issued. Parking arrangements must also be made with the management of these facilities and the Parking Department for the use of non-metered parking for these public venues.

C. Golf Courses

All permit applicants must contact the management of these facilities to obtain approval and/or pay any applicable fees for the use of these facilities prior to any permits being issued. Golf Courses are not included as part of the "City-Wide" permit.

D. Vehicles on the Beach

The applicant is required to obtain a Vehicle Beach Access Permit (VBAP) from the Office of Film & Print in addition to the regular film/print permit. The day rate of \$150.00 per vehicle per day must be paid prior to the issuance of any VBAP. Request and payment for vehicle access to the beach should be received no later than 24 hours in advance of the production date. The use of Off-Duty police is required to escort vehicles to and on the beach.

E. Helicopter landings and/or flights under 1000 feet

A letter of authorization from the City Manager is required prior to the issuance of the film/print permit. A complete request package should be received no later than four working days prior to the production date. As part of a helicopter low-flight/landing request, a production must submit the following; proof of insurance from the company/helicopter owner, proof of pilot's license and certification for requested activities in addition to authorization from FAA authorities.

F. Street / Lane Closures

A street closure permit is required prior to the issuance of the film/print permit. A street closure permit is obtained from the Police Off-Duty Office and requires the signature of both the Chief of Police and the City Manager. The use of Off-Duty police is necessary. A street closure permit request should be made no less than seven working days prior to the production date. In addition, signed letters of approval must be obtained from a minimum of 80% (preferably 100%) of the affected properties within the block, and/or business/residential associations in the area, if applicable. Based on the location, the Office of Film & Print will identify which entities are to be notified.

G. Signage

Signage to direct cast/crew or any other production elements is not permitted and should not be posted. Please use printed directions and detailed maps to direct cast/crew to parking and production sites. Please direct any further inquiries about signage to the Film & Print Division prior to filming dates.

H. Traffic Interruption

All productions that require any amount of traffic interruption require prior approval. Traffic

interruption for vehicles (both cars and boats) requires specific information to be relayed to the Film & Print Office prior to approval. All traffic interruption will be directly coordinated on-site by the Off-Duty officer in accordance with the permit.

I. Parking

Most productions require some level of parking arrangements. When an applicant requires on-street meter rentals or parking spaces in City parking lots/garages, arrangements must be made with the City Parking Department. Due to the high demand for parking spaces in the City of Miami Beach, the Parking Department will only rent parking meters for vehicles essential to production and/or to clear parking spaces for the production (no visible vehicles in the shot). All production vehicles must park in legally designated parking spaces and/or lots. Vehicles parked in unauthorized areas (e.g., handicapped spaces, loading zones, fire lanes, alleyways, lanes of traffic, unlicensed lots, residential zones, etc.) without official authorization will be fined and/or removed. Loading zones are for expeditious loading and unloading and can not exceed 30 minutes in time. Production vehicles are prohibited from parking on Ocean Drive.

Requests for parking meters may be required to be accompanied by a letter of consent from the affected business/property owner prior to the meter rental being approved. Production vehicles that park adjacent to private properties must issue prior notification or obtain approval from the business/property owner(s). The Film & Print Office determines if (any) notification and/or approval from affected businesses/residents is needed for meter rentals prior to the permit being issued. This determination is made on a case-by-case basis.

Requests for production vehicle parking should be received by the Parking Department no later than 48 hours prior to the production date and prior to 3:00 p.m. weekdays. Requests for meter rentals made less than 24 hours in advance will be assessed a late fee by the Parking Department. Meters are usually bagged 24 hours in advance in order to provide sufficient notice to the community.

It is strongly suggested, and may be required of some productions, that orange safety cones be placed along all trucks and equipment parked on public streets/thoroughfares to increase public safety.

J. Parks / Recreational Facilities

The Parks Department and/or Park Supervisor must be contacted when the applicant requires the use of a park facility (amphitheaters, basketball/handball/tennis courts, baseball/football/soccer fields, pools, etc.). Approval and/or payment of all applicable rental fees must be made prior to the issuance of the any permit. (Parks requiring the payment of applicable entrance fees and/or filming fees are North Shore Open Space Park and South Pointe Park)

K. Production Deposits

For some productions a refundable \$2,500 deposit will be required for filming on public

property. This deposit is primarily for those productions that will be in one location for a longer than usual time period, and with elements of the production left at the site over several days. The Film & Print office shall have discretion to require the deposit.

L. South Pointe Park

Applicants requesting the parking of vehicles within the picnic area of the park (west of the boardwalk) are required to be accompanied by Off-Duty police personnel and must enter through the paved roadway in the park and not by crossing over the curve at the cul-de-sac on South Pointe Drive (next to Penrod's). Additionally, any applicant requesting the parking of vehicles east of the boardwalk must obtain a Vehicle Beach Access Permit.

M. Off-Duty Fire / Fire Rescue

The Off-Duty Fire Coordinator must be contacted when the applicant requests the use of fire, pyrotechnics, or will be performing stunts/activities (crashes, jumps, falls) that are considered life threatening. The use of Off-Duty fire personnel is required.

N. Off-Duty Police

Off-Duty police are required on any film production if the production personnel consist of five or more people, or any production in which the proposed activity is deemed by the Film & Print Office or the Police Department to present a potential hazard or inconvenience to the general public.

The Police Off-Duty Coordinator determines the minimum number of off-duty police personnel that will be required and is responsible for the collection of all related fees. Requests for Off-Duty police personnel should be received three business days prior to the production date to ensure the request can be filled.

- Off-Duty officers will be required for most residential neighborhood filming as discussed in the Residential Neighborhood Filming section of these regulations. Print productions completely contained on private residential property and not including any large crews, outside set-ups or other impact elements, may be exempt from obtaining an off-duty officer.
- Off-Duty Police Officers first priority will be to address public safety related activities, as well as providing security needs as they relate to the production.
- Off-Duty officers working on a production are empowered to ensure execution of the pre-approved site plan and/or film permit. Officers may determine on-site modifications to the permit when public safety is an issue. Any other changes made on-site should be done in cooperation with officer(s) on-site and the Film & Print Office.
- Permittees are encouraged to disclose foreseeable labor/management disputes and other controversial issues as relative to their project as it may affect the City's ability to provide police services.
- Applications for Off Duty must be received by the Off Duty office a minimum of three business days prior to the date of requested service. The Off Duty office may grant exceptions, and print production may be exempt.
- Any approved Off Duty requested that is cancelled by the Off Duty employer, must provide the Off Duty office with a minimum of twenty-four (24) hours notice of the cancellation. Failure to provide twenty-four (24) hour notice will result in the Off Duty employer being responsible for the four (4) hour minimum for each employee

scheduled plus the appropriate administrative charges.

O. SANITATION DEPARTMENT

The Office of Arts, Culture and Entertainment will contact the Sanitation Department when the relocation or removal of dumpsters/trash receptacles are necessary and/or when the proposed production activity interferes with regular trash collection. Please note that any production that is found illegally dumping debris/trash will be fined. In addition, any production leaving debris/trash behind at any production location will be billed for the time, labor and equipment used by the Sanitation Department to clean-up the area.

VI. CITY WIDE PERMITS

"City-Wide" permit includes the use of public property (beach, parks, sidewalks etc) and exteriors of the above listed facilities. However, the "City-Wide" permit does not allow the permit holder to interfere with any scheduled activities at any location. A representative of these venues can request that the permit holder stop all production activity and vacate the area immediately and permit holder must promptly comply. City Wide permits may be issued to print productions that are of a low-impact/small scale, and film/TV productions also low impact/small in scale that do not exceed 5 people total.

VII. RESIDENTIAL NEIGHBORHOOD FILMING

Productions desiring to film in residential neighborhoods are required to obtain a permit.

Detailed below are the standard logistical requirements for productions of all sizes desiring to obtain permits in residential locations. No two productions are the same, and the Film & Print Office may require productions to meet additional requirements depending on the nature and scope of a production.

Productions that will require completed notification or signature forms are strongly encouraged to begin the notification and process of obtaining signatures at least one week in advance. Completed signature forms are due to the Film & Print Office no less than 48 hours prior to start of production on site.

English and Spanish language signature and notification forms are available through the Film & Print Office and are mandatory for use by production companies. These forms must be used by all productions, and shall be reviewed and approved by the Film & Print Office before any distribution.

A. Notification Forms/Requirements:

- Notification to affected neighborhood(s) is required for residential location productions between the hours of 7:00 a.m. and 10:00 p.m. weekdays and 8:00 a.m. and 10:00 p.m. weekends. *NOTE: Times denote load-in and 'tail-lights out' for all filming activity.
- Print productions may be exempt from this requirement after the Film Office has reviewed the permit request and as long as the activity does not involve large numbers of crew/talent, any parking or equipment not located solely on primarily filming property (within the home's property), considerable equipment, special effects (e.g., pyrotechnics, rainmakers, etc.) or activity that will have a potentially significant impact

on a neighborhood. These productions would not be exempt from obtaining a permit. The film office must review all permit applications within residential neighborhoods - print, film or video.

- Mandatory notification to the affected neighborhood should occur no less than 48 hours prior to commencement of any residential filming activity.
- Notification forms must be distributed to all affected areas in a neighborhood. For purposes of the regulations, the affected neighborhood shall be determined by the Office of Arts, Culture and Entertainment. Notification must be provided to residents within a minimum of 500 feet from any filming activity and/or equipment parking. Some locations may require additional areas of notice.
- In certain instances, a production may be required to obtain signatures from the impacted area during normal filming hours (see the Signature Forms section of these guidelines).

B. Signature Forms/Requirements:

- Signature consent forms from affected neighborhood residents will be required for residential location filming between the hours of 10:00 p.m. and 7:00 a.m. weekdays
- and 10:00 p.m. and 8:00 a.m. weekends. *NOTE: Times denote load-in and 'tail-lights out' for all filming activity.
- For residential location filming requests for extended hours between 10:00 p.m. and 1:00 a.m., signature consent forms from 60% of affected neighborhood residents must be obtained by production.
- For residential location filming requests for extended hours between 1:00 a.m. and 7:00 a.m., signature consent forms from 75% of affected neighborhood residents must be obtained by production.
- Print productions may request exemption from this requirement after the Film Office has reviewed the permit request and after the Film Office has reviewed the permit request and as long as the activity does not involve large numbers of crew/talent, considerable equipment, special effects (e.g., pyrotechnics, rainmakers, etc.) or activity which will have a potentially significant impact on a neighborhood.
- Signature approvals for residential location filming during normal hours will be required in the case of exceptional filming activities (e.g., gunfire, bullet hits, fire effects, explosions, car crashes, aerial filming, etc.) as determined by the Film & Print Office based on an assessment of impact to surrounding neighborhood, and/or any situation in which the activities may present a public safety concern.
- In any instance where a production proposes to film at a residential location in excess of 14 consecutive days, regardless of filming activity, the production will be required to obtain signature consent forms from 90% of affected neighborhood residents.
- Any residential location that wishes to host in excess of 60 days of filming either consecutively or within a 6 month period will require review by an Internal Review Board assembled by the City Manager to review the request and set conditions for approval. Requests for review must obtain the 90% signature approvals before coming before the Internal Review Board.
- A resident's signature, printed name and address are required on each form.
- Original signature forms must be submitted to the Film & Print Office before a permit may be issued.

- For multi-dwelling units, approval signatures will be accepted from the property owner, manager, condo association board of directors or individual unit owners/tenants. Signature consent forms from individuals in multi-dwellings units must meet the same minimum percentages as outlined above.
- A map created by the production company should be included with the original signature forms upon delivery to the Film & Print Office. This map should clearly identify pertinent streets by name & block (i.e. 700 block) indicate all addresses requiring signatures, and clearly show a site plan for production including all essential equipment parking and any catering plans.
- At those addresses at which signatures are required, the map submitted to the Film & Print Office should indicate: approvals, refusals, objections, and vacancies by address. In the instance of a failure to obtain a signature at any given address, applicant must document to the Film & Print Office as to the number of attempts at making contact.
- Signature forms must be distributed to all impacted areas in a neighborhood. Signature forms must be provided to residents within 500 feet from any filming activity and/or equipment parking. Some locations may require additional areas of notice.
- At all times the Film & Print Office reserves the right to require the need for Signature forms as a condition of the permit.

In recognition that any production has the most impact on adjacent properties, the Film & Print office will require a signature approval from those adjacent properties when a production qualifies as an 'signature' level production. If one of the adjacent property owners does not wish to consent, the production may request that the Film & Print office activate the City's Internal Review Board to review the production's request. The Internal Review board will have the authority to approve the production's request after considering all circumstances including the opinion of the adjacent property owner.

C. Internal Review Board

For the purposes described above, an Internal Review Board composed of representatives from the following City of Miami Beach departments will be convened; Police Department, Code Compliance, City Manager's Office, Arts, Culture & Entertainment, and the Parking Department. Other City Departments will be brought into the Internal Review process as determined based on the scope & impact of a particular project (Parks and Recreation, Beach Patrol, Building Department etc.). A Board Member from the Production Industry Council will also be included on the Internal Review Board.

When the activation of an Internal Review Board is required, the Film & Print office shall organize the meeting. Recognizing the often-short timeline productions must work within, all efforts will be made to ensure that process is completed quickly and with full representation of all parties involved.

Please Note

- The Office of Arts, Culture and Entertainment may determine that some locations require additional areas of notification.
- Production may elect to attach an additional letter with further information relating to the

shoot at their discretion.

D. Residential Parking

- Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated in the permit, and must park in approved areas one by one, turning off engines as soon as possible.
- Residential productions may only arrange for immediate location parking of essential production equipment. The parking of private cast/crew vehicles on public streets is prohibited at all times. In all instances, arrangements should be made by the production company to legally park cast/crew vehicles on private property, legally available spaces or shuttle personnel to set.
- All production vehicles on location must have a window placard on dashboard identifying the production company and/or project name.
- Several areas in Miami Beach are restricted to Residential Permit parking only, Monday through Friday 6:00 p.m. through 7:00 a.m., and 24 hours Saturday and Sunday. Productions in these areas must make arrangements with the Police and Parking Departments to demarcate and secure the necessary sites.
- When residential parking for a production is to be reserved demarcation using barricades or traffic cones shall occur no less than 24 hours prior to filming.

E. CODE OF CONDUCT

The City of Miami Beach Code of Conduct for Film & Print Productions must be distributed with all notification or signature approval forms, and crew should also be copied and made aware of the Code of Conduct.

VIII. MORATORIA

The City Manager or his designee has sole discretion to place a temporary moratorium on locations and neighborhoods that have experienced 'burn-out' as a result of previous high volume or large impact filming.

IX. ENFORCEMENT

- Permits shall be maintained at the site on which the photography or filming occurs. Permits shall be presented on the request of any police officer or code compliance officer.
- Persons engaged in film and print activities without a permit, or otherwise in violation of a permit, shall be subject to enforcement by City police or code compliance officers, through the issuance of immediate cease and desist orders, the violation of which may subject the offender to arrest, and/or enforcement as provided for in section 1-14 of this Code, and/or notices of violation referred to Special Masters, who have authority to issue fines or enforce compliance, as provided for in Chapter 30 of this Code. Police or code compliance officers will coordinate enforcement with the Office of Arts, Culture & Entertainment. As an alternate and supplemental remedy, the City may enforce this ordinance by injunctive relief in any court of competent jurisdiction, and in such circumstance the City shall be entitled to recover its reasonable attorneys' fees and costs. For repeat offenders, the Manager or designee may decline to issue permits to

such person or entity for one year, or such other period as the Manager deems appropriate.

IX. MISCELLANEOUS

- Cast/crew may not trespass onto other neighbor's or merchant's property. All personnel should remain within the boundaries of the property that has been permitted for filming.
- Residents should never be prevented from accessing their street, driveway or home as a result of film production except for brief periods when scenes are being shot.
- Production shall make every effort to maintain minimal noise levels at all times. In the performance of the filming activity, vehicle engines and generators shall be turned off as soon as possible, crew shall refrain from unnecessary shouting and production radio volumes shall be conducive to effecting communication without being obtrusive to the surrounding neighborhood. If complaints of excessive noise levels occur, a representative of the production company shall attempt to identify, correct and/or modify the noise source.
- Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the Film & Print Office and/or property owner.
- Productions may not impede normal residential services such as garbage collection and street cleaning without securing prior City approval.
- At no time may production disrupt regular mail service.
- Arrangements for the removal of production-generated refuse are the sole responsibility of the production.
- When blockage of pedestrian right of way is anticipated, productions must submit a site plan to the Office of Arts, Culture and Entertainment for approval.
- Crossovers and/or non-slip rubber matting must be used to safely cover all cables placed on streets and sidewalks.
- When filming occurs where pedestrians who are not associated with the production will be present, production representatives shall be stationed throughout the set in order to direct pedestrians politely and safely through or around set.
- Catering may only occur in pre-approved areas, and may not present any safety hazard or public nuisance.
- All smoking refuse must be properly disposed of in marked 'butt-cans' or other specifically designated receptacles.
- Cast/crew may not bring pets to location, unless part of the production.
- Signs utilized for the direction of cast/crew must be hung with plastic wrap (i.e., yellow "caution" tape) string or plastic coated wire. Signs that are not removed promptly after production may be subject to a fine.
- The Office of Arts, Culture and Entertainment may require cast/crew to wear identification badges when on location.

X. REVISIONS

Revisions to these Film and Print Regulations proposed by Administration may be approved by the City Manager. City Manager may determine that the nature of a revision(s) is such that Mayor and Commission approval will be needed, in the form of a resolution.

XI. COMMUNITY

Miami Beach is proud of its community's spirit of giving and cooperation. We invite production companies who film in Miami Beach to contribute leftover food and expendables to local non-profit groups needing assistance. For a list of non-profit groups, please contact the Film & Print Office. We appreciate any efforts you make to assist our community in better understanding the production process. The Film & Print Office will assist in facilitating appointments for members of your cast or crew to talk to students in local schools and meet with members of our community.

The City of Miami Beach is undergoing an extensive effort to improve quality of life in our residential neighborhoods. Productions are encouraged to consider assisting in these neighborhood initiatives. If a production is capable of making lasting contributions to the community, the City would be happy to help facilitate these efforts.

XII. OTHER GOVERNMENT AGENCIES

A. Miami-Dade County Beach Maintenance

Miami-Dade County Beach Maintenance must be contacted when the applicant requires the beach to be raked and cleaned prior to the regular scheduled maintenance or when the applicant's presence on the beach may interfere with the regular scheduled maintenance. (Beach Maintenance: 305/868-7075)

B. Florida Department of Transportation

Contacted when the applicant will be filming on State roadways (MacArthur Causeway, Aurthur Godfrey Road, Julia Tuttle Causeway, Alton Road, Fifth Street, Collins Avenue north of 5th Street, Indian Creek Drive) that are within the City's boundaries but are under the jurisdiction of the State. If the applicant will be interfering with the normal flow of vehicular traffic on these roadways, a State permit must be obtained in addition to the City's permit and the use of City of Miami Beach Police Off-Duty personnel is mandatory. (FDOT: 305/470-5368)

C. Miami Dade County Turtle Program

It is turtle nesting season each year April through October and activities on the beach may be subject to additional conditions. (For more information, please contact Bill Ahern or Jim Hoover at Haulover Beach Park, 305/947-3525).

XIII. ASSOCIATIONS & PROPERTY OWNERS

A. Mercantile Associations

Contacted when the applicant requires the use of any portion of a city block in such a manner that may interfere with daily business operations and/or pedestrian/vehicular rights-of-way.

B. Individual/Commercial Property Owners

Contacted when the applicant requests the use of public property (e.g., sidewalk, curb,

loading zone, parking meter, alleyway, park area, median, roadway, etc.) directly in front, behind, across or next to a specific parcel of non-public property and/or when the individual/commercial property will appear in the production. When an individual/commercial property will appear prominently in any production, written approval from the property may be required before a permit is issued.

Confirmation from these departments, associations and property owners must be obtained by the applicant. All confirmations and/or additionally required permits will be verified by the Film & Print Office prior to the issuance of any permit.

Miami Beach Production Incentives Program & Procedures

FILM & VIDEO PRODUCTION INCENTIVE
<p>This incentive program is designed to assist larger television, film and video productions. A production must apply at least 5 working days before the start of production.</p> <p>Qualified productions shall receive the following:</p> <ul style="list-style-type: none"> • Vehicle beach access fees waived for a maximum of 12 vehicles (per day) • Police administrative fees will be waived • Use of the Convention Center Parking Lot for no-cost crew parking (when the lot is not in use by a City/Convention Center Event). <p>To receive this benefit productions must meet or exceed a minimum of 100 room nights total during the length of the production in Miami Beach, and shall meet or exceed two out of these three qualifiers:</p> <ul style="list-style-type: none"> • The size of the local crew must be 75 or more • Production must shoot in Miami Beach for 5 days or more • Total budget must meet or exceed \$1,000,000
<p>TO APPLY:</p> <ul style="list-style-type: none"> • Productions must apply for this program 5 working days before the start of filming by submitting a completed application form. • On approval, the Film & Print Division shall issue a letter accepting the production into the incentive program. This letter shall carry two signatures: one from Film & Print Coordinator or assistant, and one from the department Director, Assistant City Manager or from the City Manager. • All projects that qualify shall be required to complete a post production survey.

BEACH ACCESS

During the months of June through September, vehicle beach access passes shall be reduced by 50% to \$75.00 (per vehicle/per day). The procedure for issuing shall not differ from ordinary beach access pass procedures.

SCOUTING PERMITS

Temporary scouting permits are available on a per project basis at the direction of the Film & Print Division. The permit allows scouting car(s) to park at legal metered parking at no cost and within all residential zones. It would also allow a maximum of 20 minutes in (marked) loading zones. Scouting permits are limited in time (typically not for more than one day), and are \$50 per day.

TO APPLY:

- Applicants shall apply in writing (by letter or email) to the Film & Print Division at least 24 hours before date being requested.
- Information about the production being scouted for must be provided to the Film & Print Division – information will include but not be limited to key contact people, address(es), contact numbers and project information.
- Passes shall be sold by Film & Print Division and fees shall be deposited into a specific Parking Department account (as instructed by the Parking Department).
- Film & Print Division shall maintain a record/log of these passes and their sales.

CONVENTION CENTER PARKING

When not in use for a convention or other City event, the Convention Center Parking Lot can be made available to productions under the following conditions:

- For a fee of \$250, production companies may receive 1/4 of the Lot (not to exceed 200 spaces) to use as a base camp for a 24-hour period. A production may also purchase a permit for crew parking for the same area and price.
- Consideration for neighboring residents and businesses would be paramount in permitting the use of this Lot. Guidelines established for Residential Filming may be applied to Convention Center parking requests and will address hours of operation and any aspects of the production that may have an impact on the surrounding residents.
- The Lot would only be available when it is not in conflict with other Convention or City activities.

TO APPLY:

- Productions are strongly urged to apply a minimum of 48 hours prior to the date being requested.
- To apply, production shall submit a request in writing (letter or email) to the Film & Print Division.
- Depending on the scope of the activities to be based in the lot, neighborhood notification or specific targeted signature approvals may be required. This determination will be made by the Film & Print office, and may require additional application lead time.
- The fee shall be collected by the Film & Print office
- The Film & Print office shall work closely with the Parking Department to demarcate section of lot and coordinate lot usage.

Production Company Mobile Unit (PCRVR) Permit

A PCRVR pass is available to production units (RVs) to allow legal parking without feeding meters. This permit allows for legal parking spaces only and does not apply to Residential Parking Zones. The permit would be made available for the following fees:

- \$75 for a one month city wide PCRVR pass
- \$175 for a three month city wide PCRVR pass
- \$25 discounted incentive rate for one month PCRVR pass for North Beach (north of 63rd street)

TO APPLY:

- Applicant shall complete the application form
- Film & Print office shall collect fees and issue window placards
- Film & Print Office shall periodically update parking department with issued/valid pass records

XIV. SUMMARY

Because no two requests are the same (due to the creative nature of the entertainment industry) it may be necessary to impose additional requirements. The best guideline is courtesy to the Miami Beach community. Proper planning and notification is the key to any successful production. No matter the size of the production, all parties are encouraged to contact the Film & Print Office as soon as they know about any projects scheduled in the City of Miami Beach.

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